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**TO: Economic Support Supervisors
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W-2 Agencies**

**FROM: Amy Mendel-Clemens
Communications Section
Bureau of Health Care Eligibility**

BHCE/BWP OPERATIONS MEMO

No.: 03-34

Date: 05/19/2003

Non W-2 ☐ W-2 ☐ CC ☒

PRIORITY: HIGH

**SUBJECT: CHILD CARE ENTRY LEVEL COURSES –
CURRICULUM RE-DESIGN AND EFFECT ON DAY CARE CERTIFICATION**

EFFECTIVE DATE: September 1, 2003

PURPOSE

The purpose of this memo is to inform certifying agencies about a new, competency based certification course curriculum that is approved by the Department of Health and Family Services (DHFS) and the Department of Workforce Development (DWD) and will be available for statewide use after September 1, 2003. This curriculum will also be available to certifying agencies. Because any person licensed to operate a family child care center will be required to obtain DHFS approved entry level training, all certifying agencies that offer the basic certification course are strongly encouraged to use this new DHFS approved curriculum.

BACKGROUND

Through a collaborative effort between the Wisconsin Technical College System, DHFS, DWD and agencies offering child care entry level courses, the four primary DHFS approved entry level courses have been re-designed.

NEW COURSES

The newly designed courses will be competency based and students must demonstrate their understanding of the material before a completion certificate will be issued. Below is a listing of the new courses:

1) Introduction to the Child Care Profession (app. 36 hours in length).

This course replaces the current Family Day Care Licensing 40 hour course and Early Childhood I course. The new course will be divided into two modules.

Module A will be approximately 15 hours in length and will cover the bulk of the training topics that are specified in DWD 55, certification rules for Level I (regular) certified providers. According to DWD 55, the training that qualifies a provider to be issued a 'regular' certified status must include the following topics: child growth and development, positive discipline, child abuse and neglect, interpersonal relationships, daily schedule, health and safety, SIDS prevention, business practices and nutrition.

Note: This course does not cover the 'business aspects of family care' required by the certification rule. See #4 below for further information.

Module B will include additional topics that are required for providers who want to be licensed as a family provider or work in a child care center as an Assistant Teacher.

2) Skills and Strategies for the child care teacher:

This course applies to teachers in licensed group centers and replaces the Early Childhood 2 course.

3) Fundamentals of Infant and Toddler Care:

This course applies to licensed family and group providers who care for infants and toddlers and replaces the Infant/Toddler course.

4) Fundamentals of Family Child Care (app. 6 hours):

This course will meet the requirements of DWD 55 for training in business practices for 'regular' certified family child care providers. Module A of the Introduction to the Child Care Profession and this course will cover all of the required training areas specified in DWD 55. This course includes the business aspects of child care, such as record keeping, contracts, etc. It also covers specific topics that are fundamental for a family provider.

INSTRUCTOR/AGENCY APPROVAL

If a certifying agency wants to use this curriculum to train certified providers the agency and all instructors must be approved by the DHFS Bureau of Regulation and Licensing (BRL).

1. A county may become "DHFS approved" to offer the curriculum by notifying Anne Carmody at carmoaw@dhfs.state.wi.us or (608) 267-9761 that they will use the approved curriculum. If a county contracts with another agency to offer this training, that agency (if not already DHFS approved) must contact Ms. Carmody to become DHFS approved.
2. All Instructors must be approved to teach either the Introduction to the Child Care Profession course or the Fundamentals of Family Child Care course. In order to be approved as an instructor a person must meet one of the following qualifications in addition to attending a training session on the new curriculum.

- Have an Associate Degree in Early Childhood Education or Child Care and 4 years of experience in a licensed child care center or a BA/BS Degree in Early Childhood Education or Child Development with 2 years of experience in a licensed child care center.

OR

- Have completed high school or it's equivalent and have been licensed as a family day care provider for a minimum of two years with no serious enforcement action (such as warning letters, orders to correct, forfeitures, revocation or license denial) or repeated areas of non-compliance, have successfully completed at least 40 hours of DHFS approved training or three (3) credits in Early Childhood Education, and at least 30 hours of continuing education including infant/toddler care, child CPR, Child Abuse and Neglect Recognition and Child Development.

Instructor Training

DHFS is offering two training sessions for trainers who are interested in teaching the new course curriculum. The training sessions are scheduled for:

Thursday, July 17 at North Central Technical College in Wausau

Tuesday, August 12 at Waukesha County Technical College in Waukesha.

Each session will last from 9 AM until 3:30 PM. The training will cost \$35.00 per instructor and will include lunch and a copy of the new curriculum. There is limited capacity at each site, so early registration is recommended to ensure you can attend the session of your choice. People registering after a site has reached its limit, may be asked to attend the other session. Additional sessions may be added later this fall if both sites fill. An instructor must have completed the training prior to being recognized as an approved DHFS instructor.

Registration form is attached to this memo.

TRAINING CERTIFICATES

The training certificates for all four courses will be issued by the Registry. After the course is completed, the training agency will send the \$25 fee with a list of students who successfully completed the course to the Registry. The Registry will check to make sure the agency and instructor have been approved by DHFS and issues a completion post card to all students.

CHILD CARE COURSES THAT DO NOT FOLLOW THE NEW CURRICULUM

The DWD 55 allows the certifying agency to grant 'regular' status if the provider has completed 'county/tribal agency' approved training. The certifying agencies may approve providers who have taken a course other than the ones described above **as long as the course covers the topics listed in DWD 55.08(1)a**. However, please remember that many certified providers move to a different county or seek a child care license. After September 1, 2003, DHFS BRL will only accept the 'Introduction to Child Care Profession' and the 'Fundamentals of Family Child Care' courses for licensed providers. This means that if a certified provider, who has taken a course that followed a curriculum other than the one mentioned above, must now take

the entire 'Introduction to Child Care Profession' course instead of just taking the Module B. Also, if the new county is using the DHFS approved curriculum, that county may require the certified provider to take Module A and the Fundamentals of Family Child Care course in order to meet the training requirements for that county.

For further information contact:

Pirkko Zweifel
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608-261-4595
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CONTACT

BHCE CARES Information & Problem Resolution Center

Email: carpolcc@dhfs.state.wi.us
Telephone: (608) 261-6317 (Option #1)
Fax: (608) 266-8358

Note: Email contacts are preferred. Thank you.

DWD/DWS/BDS/PZ